



HRO NEWSLETTER

New Mexico National Guard

3rd Quarter Issue #3

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From the desk of the Personnel Systems Manager



On behalf of the staff of the Human Resources Office, it is my pleasure to welcome you to the 3rd Quarter edition of the HRO Newsletter. As the Personnel System Manager (PSM) and AGR manager for the NM Air Guard, I would like to thank you for taking time from your busy schedule to read our newsletter. This edition contains important information from Benefits, Staffing, Classification, Employee Development, SEEM, and the AGR Branch.

I hope you find this newsletter useful and informative. If you have any questions please, see the last page of this issue for names and numbers of the point of contact (POC) to best assist you.

Also, on behalf of the HRO Staff. I would like to congratulate Carla S Romero and Sonya S Montoya on their recent promotions to LT COL and 1LT respectively.

If you have any suggestions to improve our newsletter please let us know.

Thank you

SMSgt Donnie Reams
Personnel System Manager
AGR Manager for Air



EMPLOYEE DEVELOPMENT SECTION

SMSgt Ray Flores

Supervisors are reminded to submit your DD Form 1556 requests 30-days prior to class start and 60-days prior for PEC courses. DD Form 1556's submitted without proper lead time

Pre-Retirement and Mid-Career Retirement Training

The HRO Benefits Branch – Employee Development Branch will plan a FERS/CSRS Pre-Retirement & Mid-Career retirement training seminar at the Regional Training Institute, Santa Fe for 2007 based on agency needs. More than likely, the training will be scheduled during the 3rd or 4th quarter in 2007.

Keep an eye out in this newsletter, the HRO website and email for more details as we draw closer to establishing a final date. More to come....

National Guard Technician Personnel Management Course (Supervisory Training)

The National Guard Technician Personnel Management Course, (previously known as the 40-hour supervisor's course), will be scheduled for 23-25 January 2007. IAW TPR 400, this is mandatory training for all newly appointed supervisors. All new supervisors who have been hired during the 2006 calendar year will be targeted to attend this training and will be contacted by this office.

The course will be held at the Regional Training Institute (RTI) in Santa Fe NM and class times will be from 0800-1600. Please mark your calendars now.

23-25 January 2007
RTI, Santa Fe NM
0800-1600
Mark your calendars!!

TRAINING REQUIREMENTS

2007 Training Forecast - Needs Analysis

ATTENTION SUPERVISORS!! You have an open window to update your 2007 training requirements. Please submit your updated requirement and DD Form 1556 to DHR-HRDS by COB 20 October 2006.

For those Army Guard supervisors who have submitted a PEC TACITS trap forecast earlier this year, please submit your DD Form 1556s now. If you need a copy of your forecast, please contact DHR-HRDS.

No problem can be solved
from the same level of
consciousness that created it.

HRO Training Website

Downloadable DD Form 1556 with instructions, costing calculators, and other tools are available on the HRO website. Contact your HRDS for additional resources available.

<https://www.nm.ngb.army.mil/HRO%20WEB/training.htm>

HRO Contact

Your Employee Development Point of Contact:

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EMPLOYEE BENEFITS SECTION

Liz Perry

SFC Cecilia Chavez



FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB)

2006 OPEN SEASON

It is time once again for the 2006 health fair and FEHB open season.

The 2006 health fair will be held at the following locations:

November 9, 2006 from 9:00 a.m. – 11:00 a.m. at the Regional Training Institute (RTI) Multipurpose Room for Santa Fe area employees.

(Pending) at Kirtland AFB for Albuquerque area employees. POC is Francine Chavez at 846-7816.

This year we will also introduce the new Dental and Vision Plan Benefit. This benefit will allow full-time technicians to enroll during the 2006 open season for the Dental and Vision Plan. Open season elections will be effective 31 December 2006. **YOU DON'T WANT TO PASS THIS UP!!!!** (More information will be available at the Health Fair so don't miss it).

Blue Cross/Blue Shield, GEHA, Loveless, Presbyterian, and Mail Handlers will be at the health fair to answer any questions you may have about their particular health plan.

The 2006 FEHB Open Season will begin November 13, 2006 thru December 11, 2006. This is the time to enroll, change plans or cancel health benefits. Please don't miss this opportunity. All Health Benefit open season elections will be effective 07 January 2007.

For additional information please contact Ms. Liz Perry at Ext. 1286 or SFC Cecilia Chavez at Ext 1028.

You can use it to pay for eligible health care expenses not covered by the Federal Employees Health Benefits Program or any other insurance. The FSA covers eligible health care expenses

including over-the counter medications for you, your spouse and your dependents. You may elect up to \$5000 each year.

The Dependent Care Flexible Spending Account (DCFSA).

You can use a DCFSA to pay for eligible dependent care expenses that allow you (and your spouse if you're married) to work, look for work, or attend school full-time. You may elect up to \$5000 each year.

A DCFSA covers eligible expenses for the care of dependent children under age 13.

Enrollment for this program is November – December 2006. Please visit www.FSAFEDS.com and click on the "Enroll Here" link contained in the Open Season box. Once you enroll you **MUST** re-enroll each year you want to continue participation. Enrollments **DO NOT** carry forward from year to year.

For additional information please contact Mrs. Liz Perry at (505) 474-1286 or DSN: 867-8282.

EMPLOYEE BENEFITS NEWS (continued)

INTRODUCING: The new Combined Dental and Vision Benefits

The Federal Government will be offering to all Federal full-time employees regardless of medical plan a change to enroll in the new Combined Dental and Vision Benefit. (No one will be refused coverage)

This new Dental and Vision Plan will offer:

- Free choice of dentist and eye care office plus PPO dental and vision providers for additional savings.
- Easy payroll deductions.
- Braces and orthodontics coverage will immediate coverage.
- Choice of three plans (Standard, Med-Level or High Plan)
- Coverage effective 31 December 2006. (Must enroll during the 2006
- Open Season 13 November 2006 thru 11 December 2006)

For more information please stop by the 2006 Health Fair on November 9, 2006, RTI Multipurpose room 9:00 a.m. – 11:00 a.m. Santa Fe

Pending for Kirtland AFB

All other counties will be mailed brochures of information.

Please contact Mrs. Liz Perry (505) 474-1286 or SFC Cecilia Chavez (505) 474-1028 for details.

Sick Leave for Family Care or Bereavement Purposes

The Office of Personnel Management (OPM) has revised the rules on the use of sick leave to provide care for a family member, to make arrangements necessitate by the death of a family member, or attend the funeral of a family member. The revised regulation, effective September 18, 2006, removes the requirement that an employee must maintain 80 hours of sick leave in his or her sick leave account in order to use more than 40 hours for the purposes of family care or bereavement. The new regulation does not remove the annual limit of 104 hours of sick leave for such purposes nor does it eliminate the requirement of supervisors/managers to maintain accurate records to ensure that employees do not exceed their annual limits. Questions concerning this regulation can be addressed to the Benefits section of the HRO.



STAFFING SECTION

SSG Ray Chavez

MSgt Tony Cuellar



NEW PROCEDURES WHEN APPLYING FOR TECHNICIAN JOB ANNOUNCEMENTS

The new process for submitting applications at the New Mexico National Guard is scheduled to begin on **5 September**. This process will apply to all job announcements posted on or after 5 September 2006. There are two ways to apply using the new procedures. The following steps will assist you with the process.

Option #1:

1. Log onto the New Mexico National Guard website and go to the HRO Jobs menu. Click on the job vacancy you wish to consider and you will be directed to the announcement located on the "USA Jobs" website.
2. Although the layout of the job announcement has changed, all of the information you need, including how to apply will still be available. You may view all of the information on the job announcement if you go to overview, duties, qualifications & evaluations, benefits and other information. If you wish to apply, go to the "How to Apply" section of the announcement
3. There are two required documents that will need to be submitted. Your resume or OF 612 application and OPM Form 1203-FX. The OPM Form 1203-FX is a questionnaire form which is associated with the job announcement. The questions requiring responses are located in the "How to Apply" section of the job announcement. **Note:** *The OPM Form 1203-FX is a **required** form and if you fail to include it along with your application, an automatic rejection of your application will occur.*
4. The OPM Form 1203-FX will be available on the New Mexico National Guard jobs page in electronic format. You may print the form if you decide to complete it manually, or use the form fill electronic format. **Note:** *If you are applying using the Online Resume Builder, you will be able to complete the questionnaire on the USA Jobs website after you complete your resume*
5. Once your application and OPM Form 1203-FX is complete and ready for submission, refer to the "How to Apply" section of the announcement for the appropriate fax number or mailing address. Make sure your application is submitted timely in order to meet the close date of the job announcement
6. As stated above, you may apply by faxing or mailing your documents. However, there is an Online Resume Builder which is the preferred method of submitting applications. There are two reasons why you may want to use this new electronic format:
 - The online method gives you step by step instructions on how to apply and will allow you to cut and paste information from your resume. Once this is complete and you submit your application electronically, you will receive an e-mail notification acknowledging receipt of your resume
 - Another advantage of utilizing the Online Resume Builder is that your resume will be saved for future use in applying for other positions.

Option #2:

1. Log on to the USAJobs web-site (www.usajobs.gov). Use the search page to locate all job vacancies in the New Mexico National Guard. The process to apply is the same as in option #1, steps 2-6.

We understand that you may need some assistance with this new process, so feel free to contact SSG Ray A. Chavez, DSN 867-8216 / Comm (505) 474-1216; or MSgt Tony Cuellar, DSN 867-8291 / Comm (505) 474-1291; if you have questions or require assistance

NOTE: Please keep in mind as you are filling out your application that the more detailed the information is that you provide on your application, the easier it is for the evaluator to assess your qualifications. Pay close attention to the Knowledge, Skills and Abilities related to the position and remember to include schools, training, or civilian experience that you believe may help you in qualifying for the vacant position. Ensure that your resume, OF 612 and OPM Form 1203-FX are complete and that you have included any additional documentation requested in the job announcement. Again, submit your application package as soon as possible, to avoid any unforeseen problems or issues.



Classification Section

Mr. Don Saiz

EQUAL PAY FOR SUBSTANTIALLY EQUAL WORK

1. **THE WORK OF THE OFFICE OF PERSONNEL MANAGEMENT.** When an employee appeals the classification of his or her position to the Classification Appeals Office, and at the same time requests job-to-job comparison on the grounds of disparate classification treatment, OPM will do the following:

Adjudicate the position in accordance with the provisions of 5 U.S.C. 5112, and apply OPM published standards in accordance with the statutory requirement of 5 U.S.C. 5106.

Issue a classification certificate which is binding on the agency.

Inform the employee that the allegation of disparate classification treatment has been referred to the agency for resolution. (If the employee was not specific as to the position(s) claimed to be similar, OPM will inform the employee of the necessity to do so.)

OPM will inform the agency of the employee's allegation of disparate classification treatment, and request position-to-position comparison under Heneke and the statutory provision of 5 U.S.C. 5101(1)(A), which is the principle of "equal pay for substantially equal work".

OPM will request a report of findings and the action to resolve the issue.

2. **ROLE OF THE AGENCY.** Upon receipt of OPM's request to respond to the employee's claim of disparate classification treatment (assuming specific positions have been identified and the number identified for review is reasonable), the agency will accomplish the position comparison review.

a. If the position (s) identified for review are materially different, the employee will be so informed with an explanation of job differences.

b. If position(s) identified for review are essentially the same for classification purposes, the agency will take action to correct the misclassifications, and inform the employee, who filed the complaint, of the corrective action taken.

c. A classification certified by OPM may not be changed by the agency.

d. The agency reports to OPM within the time limits specified.

e. When an employee files a claim of disparate classification treatment directly with the agency, the agency can no longer dismiss an allegation of unequal pay by telling the employee that the agency has an obligation to apply only OPM published standards to the employee's position. In addition, when that issue arises the statutory provision of 5 U.S.C. 5101 (1) (A) must be addressed.

3. However, the employee's classification may not be altered on the basis of a job-to-job comparison, but rather, the classification must be based on the application of OPM published standards as required by 5 U.S.C. 5107.

The review/explanation process would be the same as described in connection with an OPM directed review. The review process used and explanation provided to the employee should be documented as a matter of record; and as support for the action taken, should the employee file an appeal with OPM or a claim of a prohibited personnel practice with the Special Counsel for MSPB.

A department is not obligated to entertain allegations of disparate classification treatment when the position(s) identified are located in another Department. However, there is a court case involving Meatcutters in the Department of Army who compared their positions to those classified differently from Air Force Meatcutters. It was determined that these positions were functioning differently. If it was found they were operating the same but labeled differently, The Assistant Secretary of Defense for Personnel Policy has the authority to force the agencies to classify positions identically.

Don Saiz, Human Resources Specialist (Classification)



ARMY AGR NEWS

SSG Randy Trujillo

SFC Marcella Cooper



What is Stress?

Definition:

a physical, chemical, or emotional factor that causes bodily or mental tension and may be a factor in disease causation.

Stress is tension or pressures that are a natural part of living our lives. Changes and events in our lives (getting married, illness, changing jobs) are a major source of stress. Pressures and tension from both good and bad changes can trigger our Stress Alarm System making us feel that we want to either fight the stress or run away from it.

How Do I Know If I'm Having a Stress Reaction?

Learning to read your mind and body language is a way to tell if you are under stress:

- Cold hands. • Rapid breathing. • Rapid heartbeat. • Anxiety. • Forgetfulness.
- Shakiness. • Headaches. • Muscle tension. • Knotted stomach.

These are some of the ways your body/mind lets you know that you need to:

1. Change the stress,
2. Leave the stress, or
3. Go with it.

Be Alert to Changes Undergoing several changes in a short period of time can lead to stress so severe that it can make you physically ill. These changes do not have to be major (eg. death of a loved one). Minor changes, even happy ones, can lead to illness if they occur within a short span of time. Be prepared for such periods by learning how to relieve stress.

What to Do in a Crisis You don't have to handle it alone. When confronted with a crisis or overwhelmed with stress, talk things out with friends and family and get professional help and advice when necessary. Hidden within each crisis is the opportunity for change, health and growth. Learn to face and cope with the obstacles and seize the opportunity a crisis provides.

Recognizing Stress in a Loved One Many times a person cannot recognize when he or she is under stress. Friends and family members should be on the lookout for difficulty in sleeping, changes in eating habits, increased use of drugs, alcohol, cigarettes, chronic irritability, short fused anger, increased anxiety and frequent illness or physical complaints.

QUICK TENSION RELIEVERS

Deep Breathing Get in a comfortable position. To the count of 5 take a long, slow deep breath. Let your belly expand. As you exhale to the count of 5, imagine breathing out excess tension and breathing in relaxation. With each breath say to yourself, "Relax."

Stretches Your Body Will Love

Seated at a desk or on a chair:

1. Inhale and raise arms, gently stretching them toward the ceiling. Wiggle your fingers for 10 seconds. Now exhale while you let your arms go limp at your sides.
- With legs stretched out before you alternately flex and point your feet for 10 seconds. Now just point your feet and wiggle your toes for another 10 seconds.

The Mind-Body Connection: Exercise and Stress

by Major Leo Mahony, MPT

The United States military services place great emphasis on the role of physical fitness and exercise training in combat readiness. We train to be physically and mentally capable soldiers, airmen, sailors, and marines. The military also recognizes the many health benefits of regular, moderate physical activity for all beneficiaries. Fitness contributes directly to substantial improvements in the quality of life.



Army AGR Continued

SSG Randy Trujillo

SFC Marcella Cooper



Exercise and physical activity are powerful and readily available tools for preventing and treating symptoms of stress. The old adages "run for your life" and "burn off some steam" merit serious consideration. It is truly possible to walk, bike, run, lift, and stretch your way to a happier less stressful lifestyle. The first step is up to you: make a realistic activation plan for being more active.

The Exercise-Stress Connection

Studies are beginning to show that physical activity enhances psychological well-being and relieves symptoms of depression and anxiety. Here are some of the factors involved:

1. Regular exercise helps one to feel in control. This sense of control over the body may translate to an improved sense of control over other aspects of life, a key defense against stress.

Exercise promotes well-being and relaxation. Regular exercisers demonstrate higher levels of self esteem and confidence and maintain a sense of self discipline. The individual acts upon the belief, "I am in charge of myself and can improve my health and fitness."

Surgeon General's Warning:
The Surgeon General has
determined that lack of physical
activity is detrimental to your health.

3. Moderate physical activity is a natural, physiological outlet for a body in the "fight or flight" state of arousal frequently associated with stress. It cleanses the body of adrenaline, can lower the blood pressure, and relaxes tight muscles.

4. Exercise produces neurotransmitters called endorphins in the brain. These are the body's own natural tranquilizers. Endorphins can make one feel calm and relaxed during and for up to three hours after moderate physical activity. This elevation in mood has been referred to as the runners' high but is also experienced by those involved in other forms of exercise.

5. Exercise can cause many people who are physically active to give up unhealthy and stressful habits that interfere with exercise. Smokers may cut down or quit because smoking hinders aerobic performance. Others may eat more nutritiously to improve performance. The chronically busy individual may "work in" a workout to increase energy, alertness, and productivity - clearly a sound business investment with ample rewards.

Exercise can be a group or solo activity. Some individuals seek and develop alliances with other exercisers, which may provide social support - another stress reliever. Others may prefer some private time to exercise alone to "clear the head." Still others prefer some of both, depending on mood and circumstances.



Personnel Systems Manager (PSM) News

SMSgt Donnie Reams

My Biz

What is My Biz?

An exciting new web-based Oracle Self Service application within the Defense Civilian Personnel Data System (DCPDS) that allows you, the employee, to

- Access and view your personnel information 24 hours a day/7 days a week
- Maintain your own information, including personal profiles, and benefits
- Provide input on performance plans

What Information is available in My Biz?

Initially, you can view data related to your civilian employment, such as

- Position information (current/historical)
- Salary information
- Appraisal and Awards information
- Benefits
- Appointment information

What Can My Biz Do for Me?

You can update information such as:

- Phone numbers
- Handicap code
- Email address – very important for password resets
- Race & National Origin designation
- Foreign language proficiency

Personnel Systems Manager (PSM) News

CONTINUED

SMSgt Donnie Reams

DSN 867-1218

How Do I Access *My Biz*?

For current DCPDS users, My Biz will be accessible using your current log in and password

For new DCPDS users, when you log into My Biz for the *first* time, you will be prompted to provide a user ID and a password

- Your user ID is your social security number (123-45-6789)
- Your initial password consists of the following
 - Capitalize first letter of first name
 - \$ sign
 - Lower case first letter of last name
 - \$ sign
 - Fourth digit of SSN
 - \$ sign
 - Fifth digit of SSN
 - \$ sign
- You will be prompted to change your password after initial log in

My Biz Summary

- Immediate secure access to personnel information
- Available 24 hours a day, 7 days a week
- Convenient access to information, it's all at your fingertips
- Type this URL in your web browser to login to "MY BIZ" <https://ngbmod3.satx.disa.mil:8007>



STATE EQUAL EMPLOYMENT MANGER

MSG Stephen A Gonzales

FROM THE STATE TECHNICIAN ASSISTANCE PROGRAM MANAGER: MSG STEPHEN.A.GONZALES

Compulsive Behaviors:
Addictive Behavior

Overview
Tips on how to cope with addictive behavior.

It is common for people to "overdo it" from time to time by, for example, eating too many sweets or going on a shopping spree. But, if you find yourself repeatedly engaging in a particular behavior that has a negative effect on your health and/or well-being, you may be struggling with an addictive behavior problem.

Being addicted to a self-destructive habit or behavior can be similar to being addicted to drugs or alcohol -- it can cause your life to fall apart. That's why it is important to seek help as soon as you suspect you might have a problem. Sometimes people can stop the bad habit on their own, but in some cases, treatment by a mental health professional may be needed.

What is addictive behavior?

An addictive behavior is any activity that you feel compelled to repeat over and over again even though it provides no genuine long-term pleasure or serves no useful purpose, and impacts your self-esteem. People typically turn to addictive behaviors to cope with unpleasant thoughts or feelings such as anxiety or sadness because these behaviors can induce a temporary state of euphoria. The shopaholic, for example, may feel a rush of excitement when making an expensive purchase, even though he or she may later feel shame about acting irresponsibly.

Common kinds of addictive behavior:

Any kind of behavior can turn into an addiction. Even habits usually considered virtuous such as hard work or thrift can cause problems if you are no longer in control of your behavior.

The common kinds of addictive behavior are:

Sexual addiction. If sexual activity (such as masturbation, frequent heterosexual or homosexual affairs, or exhibitionism) becomes the primary focus of your life, you may be a sex addict. As many as 6 percent of Americans have this problem, with men outnumbering women by a ratio of four to one. Most sex addicts suffer from other addictions as well. For example, over 40 percent have a substance abuse problem and about 30 percent are workaholics.

Workaholism. Workaholics tend to be high-strung people who neglect their own health. They often suffer from physical symptoms such as headaches, backaches, and ulcers. They think about work constantly, put in long hours and rarely take vacations. In their eyes, home is just another office. Even though workaholics may feel very invested in their family and personal relationships, they are often unaware that their spouses, children, or friends may feel angry with them.

Shopaholism. Shopaholics buy on impulse. They go shopping because they feel distressed and anxious, not because they need to make any specific purchases. They often own closets full of clothes that they never wear. Recent studies suggest that this problem is on the increase and may affect as many as 10 percent of the adult population. Shopaholics can't stop even when they start getting deeper and deeper into

debt. In fact, as financial pressures mount, they may feel compelled to shop even more frequently in an attempt to alleviate their distress.

Compulsive gambling. As many as 3 percent of Americans engage in compulsive gambling, which is more common in men than in women. Compulsive gamblers tend to have unrealistic expectations. They typically overestimate their chances of winning a particular wager. In addition, since they often dream of attaining unlimited wealth, even a large payoff won't deter them from placing another bet. Most gamblers suffer from other addictions or mental disorders such as depression.

Compulsive overeating. Compulsive overeaters use food as a way to soothe themselves. While some overeaters eat normal amounts of food in front of others and then binge in secret, others "graze" on food constantly throughout the day. Being overweight increases the risk for numerous medical problems such as high blood pressure, arthritis, diabetes, and heart ailments. However, not all people who are overweight are compulsive overeaters.

Internet addiction. Internet addicts often spend so much time on the computer that they neglect responsibilities at work or at home. There are several different types of Internet addiction. Some people are intrigued by the sheer amount of information available on the Web and can easily spend hours at a time conducting database searches. Others are hooked on computer games. Since the anonymity of the Web can lead to accelerated intimacy, some people commit "virtual adultery" by becoming over involved with online acquaintances. "Cybersexual addicts" are obsessed with online pornography and/or with discussing sexual fantasies in chat rooms.

[Signs of a problem](#)

Most addictive behaviors usually follow the same pattern. Here are some signs of an addiction:

the behavior becomes all-consuming, for example, you can't stop thinking about sex or work

you rearrange your life to pursue the behavior

you frequently lie to cover up the behavior or lash out at others when they express concern about the behavior

you feel anxious or depressed when you refrain from the behavior

isolation and/or withdrawal from family relationships

racing thoughts

chronic feelings of numbness

suicidal thoughts and/or hopelessness

[How to overcome an addiction](#)

It usually takes time to overcome an addiction. Even if you are successful in stopping an addictive behavior immediately, you will probably still struggle with urges to resume it for a while. Though the recovery process is not exactly the same for all forms of addictive behavior, as a general rule, you might take the following steps:

Acknowledge the full extent of the problem. People often use rationalizations to maintain their addictions. A workaholic, for example, might believe that he or she really needs to work evenings and weekends in order to provide economic security for themselves or their family. Acknowledging your irrational behavior can be difficult because you may feel ashamed of yourself. You may also feel guilty about having hurt other people. However, after admitting you have a problem, you are likely to feel relieved that you are addressing it.

Talk with a trusted family member or friend, or consider joining a support group. Though you may be reluctant to reach out to others, emotional support can make a big difference. You may be pleasantly surprised by how willing other people are to help.

Make a timetable for changing your behavior and set a series of goals. For some forms of addictive behavior, you may need to try to stop "cold turkey." For example, a compulsive gambler will probably want to stop placing any more bets at all. However, in most cases, you will need to wean yourself off your bad habit gradually. If you are an Internet addict, for example, you might start by refraining from checking your e-mail first thing in the morning for a week. You might then set other goals such as staying away from the computer for a whole day. If you are an overeater, you might try staying away from snack food for a given time frame, say, a day or two. If you don't achieve your goal, set smaller steps. Practice delaying your desire to check your e-mail, for example, for half-hour increments. Try to remember that change usually happens in small steps.

Develop a strategy for the "withdrawal" period. Overcoming an addictive behavior can often be as uncomfortable as giving up an addiction to drugs or alcohol. You are likely to feel numerous "withdrawal" effects such as increased anxiety and irritability. You may also feel as if you simply won't be able to survive without your addiction. Since these feelings are a normal part of the recovery process, you'll need to come up with some ways to manage them. To distract yourself from troubling thoughts, you might choose to take up a new sport or start working out at the gym regularly, take a meditation class, or make plans to spend more time with supportive people.

Seek professional counseling. If you can't overcome the problem on your own, there is no reason to blame yourself. Sometimes an addictive behavior can be a symptom of a larger problem such as depression. If so, you may benefit from mental health treatment such as anti-depressant medication and/or psychotherapy to address the underlying problem. Contact your employee assistance program (EAP) to get an assessment and referral. The EAP professional who performs this assessment can help you sort out your treatment options. You can also call the professional association of psychiatrists, psychologists or social workers in your state to get names of therapists in your area.

Resources for support

To learn more about addictive behaviors and to find addiction counselors and support groups in your area, you might contact the following national organizations:

Sex Addicts Anonymous (<http://www.saa-recovery.org>).

Sex and Love Addicts Anonymous (<http://www.slaafws.org>).

Workaholics Anonymous (<http://www.workaholics-anonymous.org>).

Debtors Anonymous (<http://www.debtorsanonymous.org>).

Financial Recovery Institute (<http://www.financialrecovery.com>).

National Council on Problem Gambling (<http://www.ncpgambling.org>).

National Association of Anorexia Nervosa and Associated Disorders (<http://www.anad.org>).

National Eating Disorders Association (<http://www.edap.org>).

Center for Online and Internet Addiction (<http://www.netaddiction.com>).

Overeaters Anonymous (<http://www.overeatersanonymous.org>).

Co-dependents Anonymous (<http://www.codependents.org>).

Emotions Anonymous (<http://www.emotionsanonymous.org>).



STATE EQUAL EMPLOYMENT MANGER

MSG Stephen A Gonzales

**FROM THE OFFICE OF THE STATE EQUAL OPPORTUNITY MANAGER:
MSG STEPHEN A. GONZALES, SEXUAL ASSAULT COORDINATOR**

Sexual Assault Prevention and Response Program Purpose and goals of the program

a. Purpose. The Sexual Assault Prevention and Response Program reinforces the National Guard's commitment to eliminate incidents of sexual assault through a comprehensive policy that centers on awareness and prevention, training and education, victim advocacy, response, reporting, and accountability. National Guard policy promotes sensitive care and confidential reporting for victims of sexual assault and accountability for those who commit these crimes. For the purposes of this policy, confidentiality or confidential reporting is defined as allowing a Soldier to report a sexual assault to specified individuals.

b. Goals. The goals of the Sexual Assault Prevention and Response Program are to—

- (1) Create a climate that minimizes sexual assault incidents, which impact National Guard personnel, civilians, and family members, and, if an incident should occur, ensure that victims and subjects are treated according to National Guard policy.
- (2) Create a climate that encourages victims to report incidents of sexual assault without fear.
- (3) Establish sexual assault prevention training and awareness programs to educate Soldiers.
- (4) Ensure sensitive and comprehensive treatment to restore victims' health and well-being.
- (5) Ensure leadership understands their role and responsibilities regarding response to sexual assault victims, thoroughly investigate allegations of sexual assault, and take appropriate administrative and disciplinary action.

Sexual assault policy

a. Sexual assault is a criminal offense that has no place in the National Guard. It degrades mission readiness by devastating the National Guard's ability to work effectively as a team. Every Soldier who is aware of a sexual assault should immediately (within 24 hours) report incidents. Sexual assault is incompatible with values and is punishable under the Uniform Code of Military Justice (UCMJ) and other federal and local civilian laws.

b. The National Guard will use training, education, and awareness to minimize sexual assault; to promote the sensitive handling of victims of sexual assault; to offer victim assistance and counseling; to hold those who commit sexual assault offenses accountable; to provide confidential avenues for reporting, and to reinforce a commitment to military values.

c. The National Guard will treat all victims of sexual assault with dignity, fairness, and respect.

d. The National Guard will treat every reported sexual assault incident seriously by following proper guidelines. The information and circumstances of the allegations will be disclosed on a need-to-know basis only.



PROGRAM ANALYST – HRO

Ms. Kathy Montoya
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Mass Transportation Program **P.O.C Ms Kathy Montoya**

For New Mexico National Guard personnel on technician, AGR, or FTNG status that participate in the Mass Transportation Program utilizing State Employees Commuter Association (SECA) vans, please note that Department of Transportation is now or will soon be providing monthly checks to those who have applied for the program. You must have applied and been approved to be a rider on a SECA van prior to applying to DoT (thru HRO) for a transit check. Please provide the HRO with a copy of the approved SECA application, signed by the Van Coordinator at the time of application to DoT.

There are stipulations to this program, as stated in the SECA By-Laws. It is a requirement that participants ride at least **12 times** per month in order to remain on the program as a full-time rider. Since DoT is now funding this program, it is imperative that you ride the van regularly. If for some reason you will not be riding the van for an extended period of time due to school, TDY, etc., and are not able to meet the SECA requirement, you must let me know as far ahead of time as possible, as I will need to terminate you from the program and return any unused checks to DoT. When you return from your absence, you will be required to apply to the program again. This is an excellent program and rules must be adhered to, as this program is subject to audit and this program must not be placed at risk. As the POC for this program, I am ultimately responsible for the program and proper execution of these Federal funds.

If you are a new rider and wish to participate in the DoT program, please come and see me to fill out an application before the 5th of the month. I will explain how the program works when you come to fill out the application.

Interesting Facts

An apple, onion, and potato all have the same taste. The differences in flavor are caused by their smell. To prove this - pinch your nose and take a bite from each. They will all taste sweet

John Kellogg invented corn flakes, for a patient with bad teeth. Charles Post invented Grape Nuts. Dr. Kellogg was the manager of a Michigan health spa and Post was a patient. The spa was founded by Sylvester Graham...inventor of the Graham cracker and pioneer of the early 1800s movement to eat more bran

The secret recipe for Coca Cola, code-named "Merchandise 7X" is kept under lock and key in a vault in the SunTrust Bank Building in Atlanta, Georgia, the home of Coke inventor Dr. John S. Pemberton and current world headquarters of Coca Cola International

Beer is made by fermentation cause by bacteria feeding on yeast cells and then defecating. In other words, it's a nice tall glass of bacteria doo-doo.

Spam stands for Shoulder Pork and HAM.

Before it was unsolicited email, Spam was a luncheon meat. It is so resistant to spoilage that, if kept in the closed can, it may well outlast eternity and will certainly live longer than you. Believe it or not it was first promoted as a health food. In Korea it comes in gift boxes, and placed end to end, all the Spam ever sold would circle the Earth more than ten times

Every citizen of Kentucky is required by law to take a bath at least once a year

You can't plow a cotton field with an elephant in North Carolina.

People who laugh a lot are much healthier than those who don't. Dr. Lee Berk at the Loma Linda School of Public Health in California found that laughing lowers levels of stress hormones, and strengthens the immune system. Six-year-olds have it best - they laugh an average of 300 times a day. Adults only laugh 15 to 100 times a day

Between 25% to 33% of the population sneeze when they are exposed to light.

Men have more blood than women. Men have 1.5 gallons for men versus 0.875 gallons for women

Blood is red only in the arteries after it has left the heart and is full of oxygen. Blood is a purplish, blue color in the veins as it returns to the heart, thanks to having picked up carbon dioxide and other wastes from the body's cells. In fact, your blood is red throughout only half your body. When cut, of course, the blood always appears red because it is instantly exposed to oxygen outside the body.

Females have 500 more genes than males, and because of this, they are protected from things like color blindness and hemophilia

Under the law of Mississippi, there's no such thing as a female Peeping Tom.

HUMAN RESOURCES OFFICE STAFF

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